

E R R A T A

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TITLE IV-A CHILD CARE MONTHLY STATISTICAL REPORT
INSTRUCTIONS

REFERENCE: ALL COUNTY LETTER NO. 93-23

The purpose of this errata is to inform counties of a correction in the Title IV-A Child Care Monthly Statistical Report Instructions attached to the above referenced All County Letter as follows:

In Part B. Child Care-By Type of Care and Expenditures, Number 2. Total Number of Children Receiving Services, under the subheading "Note", the paragraph should read:

Children who have multiple providers should be reported under all appropriate columns. For example, if a child receives 30 hours a month in family day care and 20 hours a month in the child's home, by a non-relative, the count would be reported in both the Family Day Care (column f.) and in the Non-Relative-Child's Home (column d). The sum of columns (b) through (g) should be equal to or greater than column (a).

Under the heading "Instructions" an important note has been added. The sentence reads as follows:

Information on Title IV-A Child Care cases reported on the ACF-115 (State) must be retrievable for future use (i.e., surveys).

If you have any questions, please contact Ms. Mary Butera of the Statistical Services Bureau at (916) 323-5585.

Attachment

c: CWDA

**TITLE IV-A CHILD CARE
MONTHLY STATISTICAL REPORT INSTRUCTIONS
FORM ACF 115 (STATE) (6/93)**

CONTENT

This monthly report form is designed to collect child care data for children receiving Title IV-A child care services while their parents/caretakers work or participate in non-GAIN education or training or Tribal Job Opportunities and Basic Skills Training (JOBS) programs. This includes Non-GAIN Education or Training (NET) and Tribal JOBS participants as well as those Aid to Families with Dependent Children (AFDC) recipients claiming the income disregard for child care.

PURPOSE

The purpose of this report is to collect child care information to meet the Federal uniform Title IV-A reporting requirements mandated by the Department of Health and Human Services.

DISTRIBUTION

Data from the Transitional Child Care (CA 237 TCC) report and the At Risk Child Care Program will be compiled with data from this report and transmitted as California's quarterly report to the Social Security Administration, U.S. Department of Health and Human Services. It also will be compiled into summaries for use by departmental managers and other interested agencies and individuals.

DUE DATE

Reports are to be received in Sacramento on or before the 20th calendar day of the month following the report month. Send report to:

State Department of Social Services
Statistical Services Section
744 P Street, Mail Station 19-81
Sacramento, CA 95814

When data is unavailable, transmit a report by the due date containing all available information. In a footnote, indicate when the Department can expect to receive the missing data. Please forward missing figures as soon as possible.

DEFINITIONS

Tribal JOBS - In California, children reported as receiving Tribal JOBS child care are children of American Indian recipients receiving JOBS services from the California Indian Manpower Consortium (CIMC). Currently, councils of tribes in 22 counties have provided CIMC authority to serve their members. Counties involved with CIMC's Indian Tribal JOBS Program (ITJP) are Butte, Colusa, Del Norte, El Dorado, Fresno, Glenn, Inyo, Humboldt, Kings, Lake, Lassen, Madera, Mendocino, Modoc, Mono, Plumas, Riverside, San Bernardino, Shasta, San Diego, Siskiyou, and Tuolumne.

INSTRUCTIONS

Fill in the information requested on the report form and show the figures required for each item. If for any item there is nothing to report, enter "0". Do not leave any items blank. If needed, when completing this form, please use the following abbreviation: NA - Not Available. **(When NA is used, please provide a footnote indicating when the missing data will be available.)**

Important Note: Information on Title IV-A Child Care cases reported on the ACF-115 (State) must be retrievable for future use (i.e. surveys).

PART A. FAMILIES RECEIVING CHILD CARE

Part A summarizes the number of families receiving Title IV-A child care services. (Report the actual number of families receiving services in a given report period, regardless of when actual payments are made.)

- 1. Total number of families receiving services during month** - Enter the total number of families receiving Title IV-A child care services for this reporting month. This section includes families who receive a child care income disregard, or are NET or Tribal JOBS participants. (Item 1 column (a) equals the sum of items 1a. through 1f. below.)

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

- a. **On AFDC Family Group (FG) with Disregard** - Enter the total number of AFDC (FG) families receiving Title IV-A child care services which claim and receive a child care income disregard.
- b. **NET Families** - Enter the number of AFDC (FG) families participating in the NET program whose children receive Title IV-A child care services.
- c. **Tribal JOBS Families** - Enter the number of AFDC (FG) families participating in Tribal JOBS whose children receive Title IV-A child care services.

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- d. **On AFDC Unemployed (U)** - Enter the number of AFDC (U) families receiving Title IV-A child care services who claim and receive a child care income disregard.
- e. **NET Families** - Enter the number of AFDC (U) families participating in the NET program whose children receive Title IV-A child care services.
- f. **Tribal JOBS Families** - Enter the number of AFDC (U) families participating in Tribal JOBS whose children receive Title IV-A child care services.

Note: Under the AFDC program segment, a family should be counted only in the segment for its latest program status for the report month.

PART B. CHILD CARE - BY TYPE OF CARE AND EXPENDITURES

Part B summarizes the number of children receiving care and the expenditures by the type of child care.

INFORMATION FOR COLUMNS (b) THROUGH (g)

License-Exempt Provider Care is divided into two categories; Relative and Non-Relative Provider Care. This care is exempt from licensure if the caregiver cares for the children of only one family in addition to his/her own children, cares for the child in the caregiver's home, the child's own home, or in a facility exempt from licensure.

Relative - Relative care is provided during a portion of the 24 hour day by a relative other than the child's own parents or a person(s) who normally takes care of the child, i.e., the guardian.

Column b. **In Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the child's own home.

Column c. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the caregiver's own home.

Non-Relative - Non-relative care is provided by a person not related to the child.

Column d. **In Child's Home** - Enter the number of children who were provided child care by an exempt non-relative/caregiver in the child's own home.

Column e. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt non-relative caregiver in the caregiver's home.

Licensed Provider Care - This care is provided by providers licensed by the California Department of Social Services or in a facility exempt from licensure.

Column f. **Family Day Care** - Enter the number of children who were provided child care in a licensed Family Day Care setting. Small family day care homes care for up to six children in a private residence other than the child's own home. Large family day care homes care for twelve or fewer children in a private residence other than the child's own home, have a fire clearance, and an assistant who is at least 18 years of age.

Column g. **Center Care** - Enter the number of children who were provided child care in a licensed child day care center. A licensed child day care center is licensed to care for groups of more than twelve children in non-residential facilities. Staff must meet educational requirements and maintain specified adult/child ratios. The facility must meet building, fire and zoning codes. Child care provided by a facility exempt from licensure that is operated on school grounds and operated by public employees, such as a before and after school program, should also be included in this section.

2. **Total Number of Children Receiving Services** - Enter the total number of children receiving Title IV-A child care services. This includes children of those families who receive a child care income disregard or who are NET or Tribal JOBS participants. (Item 2, column (a) equals the sum of cells 15, 22, 29, 36, 43 and 50.)

Note: Children who have multiple providers should be reported under all appropriate columns. For example, if a child spends 30 hours a month in Family Day Care and 20 hours a month in the child's home, by a non-relative, the count would be reported in **both** the Family Day Care (column f.) and in the Child's Home (column d.). The sum of column (b) through (g) should be equal to or **greater** than column (a).

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

- a. **On AFDC (FG) with Disregard** - Enter the total number of children of AFDC (FG) families receiving Title IV-A child care services who claim and receive a child care income disregard.
- b. **NET Children** - Enter the total number of children of AFDC (FG) families participating in the NET program and receiving Title IV-A child care services.
- c. **Tribal JOBS Children** - Enter the total number of children of AFDC (FG) families participating in Tribal JOBS and receiving Title IV-A child care services.

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- d. **On AFDC (U) with Disregard** - Enter the total number of children of AFDC (U) families receiving Title IV-A child care services who claim and receive a child care income disregard.
 - e. **NET Children** - Enter the total number of children of AFDC (U) families participating in the NET program and receiving Title IV-A child care services.
 - f. **Tribal JOBS Children** - Enter the total number of children of AFDC (U) families participating in Tribal JOBS and receiving Title IV-A child care services.
3. **Total Expenditures for Children Receiving Services** - Enter the total expenditures, excluding administrative costs, for children receiving Title IV-A child care services. This includes all Title IV-A child care expenditures for children of those families who receive a child care income disregard or are NET or Tribal JOBS participants. (Item 4 column (a) equals the sum of Items 3a. through 3f., and the sum of cells 58 through 63.)
- a. **On AFDC (FG) with Disregard** - Enter the total child care expenditures for children of AFDC (FG) families who claim and receive a child care income disregard. (Item 3a. column (a) equals the sum of cells 65 through 70.)
 - b. **NET Children** - Enter the total child care expenditures for children of AFDC (FG) families participating in the NET program receiving Title IV-A child care services. (Item 3b. column (a) equals the sum of cells 72 through 77.)
 - c. **Tribal JOBS Children** - Enter the total expenditures for children of AFDC (FG) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3c. column (a) equals the sum of cells 79 through 84.)
 - d. **On AFDC (U) with Disregard** - Enter the total expenditures for children of AFDC (U) who claim and receive a child care income disregard. (Item 3d. column (a) equals the sum of cells 86

through 91.)

- e. **NET Children** - Enter the total expenditures for children of AFDC (U) families participating in the NET program and receiving Title IV-A child care services (Item 3e. column (a) equals the sum of cells 93 through 98.)
- f. **Tribal JOBS Children** - Enter the total expenditures for children of AFDC (U) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3f. column (a) equals the sum of cells 100 through 105.)

Note: Round expenditures to the nearest dollar. All expenditures reported should reflect the actual payments made during the report period, regardless of when the child care services were rendered.

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



March 31, 1993

ALL-COUNTY LETTER NO. 93-23

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☒ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: Child Care Reporting

REFERENCE: ACIN No. I-27-92

Title IV-A Child Care Action Transmittal - Uniform
Reporting Requirements IV-A Funded Child Care for
Non-JOBS Participants and Tribal JOBS Participants

The purpose of this letter is to issue forms and instructions necessary to collect child care information to comply with Federal Uniform Title IV-A reporting requirements mandated by the Department of Health and Human Services (DHHS).


Attached is a camera ready copy of the form ACF-115 (State). This form is to be completed on a monthly basis and sent to the California Department of Social Services (CDSS) in Sacramento on or before the 20th calendar day of the month following the report month. To provide counties lead time to modify computer or manual systems, the first report month will be October 1993 and due in Sacramento by November 20, 1993.

We are also providing an optional form, ACF-115 (County), designed to assist counties in collecting mandated information from clients.

Data obtained from the ACF-115 (State), and the existing Transitional Child Care (CA 237 TCC) Report will be compiled and transmitted as California's report to the DHHS. In addition, data obtained from the California Department of Education (CDE) regarding the At-Risk Child Care Program will also be included in the report to DHHS.

All County Welfare Directors
Page Two

If you have any questions or require assistance in implementing child care reporting, please call Ms. Mary Butera of the Statistical Services Bureau at (916) 323-5585.


J. GREVIOUS
Deputy Director
Administration Division

c: CWDA

Enclosure

Case No. _____ Worker No. _____

CHILD CARE PROVIDER COMPLETESI provided child care for _____ in _____, 19____, for the following children:
(working person) (Month)

Child's Name/age	Amount Paid	Date Paid	# Days Care Provided	# Hours Care Provided
/				
/				
/				
/				
/				
/				

I charge \$_____per_____(hour, day, week, month) for care in: ☐ My home
☐ Child's home
 I am: ☐ a relative of the child(ren) ☐ Family Day Care
 I am: ☐ NOT a relative of the child(ren) ☐ Center Care

COMPLETE IF APPROPRIATE: I am: ☐ Licensed ☐ Not Licensed

I charge \$_____per_____(hour, day, week, month) for the child(ren) listed above UNDER AGE 2.

(provider signature)

(Age if under 20)

(Address of provider)

(phone/date)

COUNTY USE ONLY

CLIENT INSTRUCTIONS: Child care provider completes and signs the above portion. Client signs and dates below.
 Attach this receipt to your CA 7 Income report.

I CERTIFY THAT I PAID THE AMOUNTS AS LISTED ABOVE:

(Client Signature)

(Date)

TITLE IV-A CHILD CARE MONTHLY STATISTICAL REPORT

COUNTY		COUNTY CODE	MONTH ENDING
			/ /

TOTAL	
(a)	
1. Total number of families receiving services during month (sum of 1a. through 1f. below)	
a. On AFDC (FG) with disregard	
b. FG NET families	
c. FG TRIBAL JOBS families	
d. On AFDC (UP) with disregard	
e. UP NET families	
f. UP TRIBAL JOBS families	

TOTAL	
(a)	
2. Total number of children receiving services (sum of 2a. through 2f. below)	
a. On AFDC (FG) with disregard	
b. FG NET children	
c. FG TRIBAL JOBS children	
d. On AFDC (UP) with disregard	
e. UP NET children	
f. UP TRIBAL JOBS children	

TOTAL	
(a)	
3. Total expenditures for children receiving services (sum of 3a. through 3f. below)	
a. On AFDC (FG) with disregard	
b. FG NET children	
c. FG TRIBAL JOBS children	
d. On AFDC (UP) with disregard	
e. UP NET children	
f. UP TRIBAL JOBS children	

TITLE	LICENSE-EXEMPT PROVIDER CARE						LICENSED PROVIDER CARE		
	RELATIVE	NON-RELATIVE		OUTSIDE CHILD'S HOME		CENTER CARE			
	IN CHILD'S HOME (b)	OUTSIDE CHILD'S HOME (c)	IN CHILD'S HOME (d)	OUTSIDE CHILD'S HOME (e)	FAMILY DAY CARE (f)	CENTER CARE (g)			
6	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30	31	32	33	34	35			
36	37	38	39	40	41	42			
43	44	45	46	47	48	49			
50	51	52	53	54	55	56			
57	58	59	60	61	62	63			
64	65	66	67	68	69	70			
71	72	73	74	75	76	77			
78	79	80	81	82	83	84			
85	86	87	88	89	90	91			
92	93	94	95	96	97	98			
99	100	101	102	103	104	105			

CONTACT PERSON	TELEPHONE NUMBER
	()

ACF 115 (STATE) (2/93)

TITLE IV-A CHILD CARE
MONTHLY STATISTICAL REPORT INSTRUCTIONS
FORM ACF 115 (STATE) (3/93)

CONTENT

This monthly report form is designed to collect child care data for children receiving Title IV-A child care services while their parents/caretakers work or participate in non-GAIN education or training or Tribal Job Opportunities and Basic Skills Training (JOBS) programs. This includes Non-GAIN Education or Training (NET) and Tribal JOBS participants as well as those Aid to Families with Dependent Children (AFDC) recipients claiming the income disregard for child care.

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DEFINITIONS

Tribal JOBS - In California, children reported as receiving Tribal JOBS child care are children of American Indian recipients receiving JOBS services from the California Indian Manpower Consortium (CIMC). Currently, councils of tribes in 22 counties have provided CIMC authority to serve their members. Counties involved with CIMC's Indian Tribal JOBS Program (ITJP) are Butte, Colusa, Del Norte, El Dorado, Fresno, Glenn, Inyo, Humboldt, Kings, Lake, Lassen, Madera, Mendocino, Modoc, Mono, Plumas, Riverside, San Bernardino, Shasta, San Diego, Siskiyou, and Tuolumne.

INSTRUCTIONS

Fill in the information requested on the report form and show the figures required for each item. If for any item there is nothing to report, enter "0". Do not leave any items blank. If needed, when completing this form, please use the following abbreviation: NA - Not Available. (When NA is used, please provide a footnote indicating when the missing data will be available.)

PART A. FAMILIES RECEIVING CHILD CARE

Part A summarizes the number of families receiving Title IV-A child care services. (Report the actual number of families receiving services in a given report period, regardless of when actual payments are made.)

1. **Total number of families receiving services during month** - Enter the total number of families receiving Title IV-A child care services for this reporting month. This section includes families who receive a child care income disregard, or are NET or Tribal JOBS participants. (Item 1 column (a) equals the sum of items 1a. through 1f. below.)

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

- a. **On AFDC Family Group (FG) with Disregard** - Enter the total number of AFDC (FG) families receiving Title IV-A child care services which claim and receive a child care income disregard.
- b. **NET Families** - Enter the number of AFDC (FG) families participating in the NET program whose children receive Title IV-A child care services.
- c. **Tribal JOBS Families** - Enter the number of AFDC (FG) families participating in Tribal JOBS whose children receive Title IV-A child care services.

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- d. **On AFDC Unemployed (U)** - Enter the number of AFDC (U) families receiving Title IV-A child care services who claim and receive a child care income disregard.
- e. **NET Families** - Enter the number of AFDC (U) families participating in the NET program whose children receive Title IV-A child care services.
- f. **Tribal JOBS Families** - Enter the number of AFDC (U) families participating in Tribal JOBS whose children receive Title IV-A child care services.

Note: Under the AFDC program segment, a family should be counted only in the segment for its latest program status for the report month.

PART B. CHILD CARE - BY TYPE OF CARE AND EXPENDITURES

Part B summarizes the number of children receiving care and the expenditures by the type of child care.

INFORMATION FOR COLUMNS (b) THROUGH (g)

License-Exempt Provider Care is divided into two categories; Relative and Non-Relative Provider Care. This care is exempt from licensure if the caregiver cares for the children of only one family in addition to his/her own children, cares for the child in the caregiver's home, the child's own home, or in a facility exempt from licensure.

Relative - Relative care is provided during a portion of the 24 hour day by a relative other than the child's own parents or a person(s) who normally takes care of the child, i.e., the guardian.

Column b. **In Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the child's own home.

Column c. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt relative/caregiver in the caregiver's own home.

Non-Relative - Non-relative care is provided by a person not related to the child.

Column d. **In Child's Home** - Enter the number of children who were provided child care by an exempt non-relative/caregiver in the child's own home.

Column e. **Outside Child's Home** - Enter the number of children who were provided child care by an exempt non-relative caregiver in the caregiver's home.

Licensed Provider Care - This care is provided by providers licensed by the California Department of Social Services or in a facility exempt from licensure.

Column f. **Family Day Care** - Enter the number of children who were provided child care in a licensed Family Day Care setting. Small family day care homes care for up to six children in a private residence other than the child's own home. Large family day care homes care for twelve or fewer children in a private residence other than the child's own home, have a fire clearance, and an assistant who is at least 18 years of age.

Column g. **Center Care** - Enter the number of children who were provided child care in a licensed child day care center. A licensed child day care center is licensed to care for groups of more than twelve children in non-residential facilities. Staff must meet educational requirements and maintain specified adult/child ratios. The facility must meet building, fire and zoning codes. Child care provided by a facility exempt from licensure that is operated on school grounds and operated by public employees, such as a before and after school program, should also be included in this section.

Note: Children who have multiple providers are to be reported in the category in which the most hours of care were spent. (For example, if a child spends 30 hours a month in Family Day Care and 20 hours a month being cared for in the child's home, the count would be in Family Day Care. If the care is split equally, the County has the option of choosing which category to place the count).

2. Total Number of Children Receiving Services - Enter the total number of children receiving Title IV-A child care services. This includes children of those families who receive a child care income disregard or who are NET or Tribal JOBS participants. (Item 2 equals both the sum 2a. through 2f., and the sum of cells 9 through 14.)

AFDC FAMILY GROUP (FG) PROGRAM SEGMENT

a. **On AFDC (FG) with Disregard** - Enter the total number of children of AFDC (FG) families receiving Title IV-A child care services who claim and receive a child care income disregard. (Item 2a., column (a) equals the sum of cells 16 through 21)

b. **NET Children** - Enter the total number of children of AFDC (FG) families participating in the NET program and receiving Title IV-A child care services. (Item 2b, column (a) equals the sum of cells 23 through 28.)

- c. **Tribal JOBS Children** - Enter the total number of children of AFDC (FG) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 2c. column (a) equals the sum of cells 30 through 35.)

AFDC UNEMPLOYED PARENT (U) PROGRAM SEGMENT

- d. **On AFDC (U) with Disregard** - Enter the total number of children of AFDC (U) families receiving Title IV-A child care services who claim and receive a child care income disregard. (Item 2d. column (a) equals the sum of cells 37 through 42.)
 - e. **NET Children** - Enter the total number of children of AFDC (U) families participating in the NET program and receiving Title IV-A child care services. (Item 2e. column (a) equals the sum of cells 44 through 49.)
 - f. **Tribal JOBS Children** - Enter the total number of children of AFDC (U) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 2f. column (a) equals the sum of cells 51 through 56.)
- 3. Total Expenditures for Children Receiving Services** - Enter the total expenditures, excluding administrative costs, for children receiving Title IV-A child care services. This includes all Title IV-A child care expenditures for children of those families who receive a child care income disregard or are NET or Tribal JOBS participants. (Item 4 column (a) equals the sum of Items 3a. through 3f., and the sum of cells 58 through 63.)
- a. **On AFDC (FG) with Disregard** - Enter the total child care expenditures for children of AFDC (FG) families who claim and receive a child care income disregard. (Item 3a. column (a) equals the sum of cells 65 through 70.)
 - b. **NET Children** - Enter the total child care expenditures for children of AFDC (FG) families participating in the NET program receiving Title IV-A child care services. (Item 3b. column (a) equals the sum of cells 72 through 77.)
 - c. **Tribal JOBS Children** - Enter the total expenditures for children of AFDC (FG) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3c. column (a) equals the sum of cells 79 through 84.)
 - d. **On AFDC (U) with Disregard** - Enter the total expenditures for children of AFDC (U) who claim and receive a child care income disregard. (Item 3d. column (a) equals the sum of cells 86 through 91.)
 - e. **NET Children** - Enter the total expenditures for children of AFDC (U) families participating in the NET program and receiving Title IV-A child care services (Item 3e. column (a) equals the sum of cells 93 through 98.)
 - f. **Tribal JOBS Children** - Enter the total expenditures for children of AFDC (U) families participating in Tribal JOBS and receiving Title IV-A child care services. (Item 3f. column (a) equals the sum of cells 100 through 105.)

Note: Round expenditures to the nearest dollar. All expenditures reported should reflect the actual payments made during the report period, regardless of when the child care services were rendered.